

**American Management Association's
*Time Management***

LESSON ONE

Time Management Is Self-Management and Planning

- Shift Your Focus from Managing Time to Managing Self
- Identify Typical Time Wasters
- Identify Personal Strengths and Development Opportunities to Control Time
- Define Goals Based on Your Role

LESSON TWO

Setting Priorities and Putting Them into Action

- Establish Important and Valid Priorities
- Create a Realistic and Productive Schedule
- Use a Robust Planning Process to Analyze and Review Plans

LESSON THREE

Increasing Productivity While Controlling Interruptions

- Create Productive and Efficient Routines to Support Core Goals
- Identify Ways to Deal with Distractions and Interruptions
- Overcome Procrastination
- Identify Ways to Organize Your Environment

LESSON FOUR

Managing Technology While Creating Boundaries

- Develop Strategies to Use Technology More Efficiently and Productively
- Select the Right Form of Communication for Your Message
- Identify Ways to Manage Email
- Prioritize and Choose Activities to Balance Work and Life
- Create Your Own “No” Script